

AGENDA

Special Board Meeting

Saline County Library Board of Trustees

March 1, 2018 3:00 p.m.

****Please note the time****

Mabel Boswell Memorial Library

- I. Call to Order
- II. Announcements
- III. Board Reports
- IV. Minutes from the 2/8/17 special board meeting
- V. Discussion Items
 - a. Finishes from Library Interiors of Texas
- VI. Old Business
 - a. Recommendation of Johanson Group Salary Study
- VII. New Business
 - a. Library Deletions
 - b. 2018 Budget Revisions

- VIII. Adjourn

Next regular board meeting March 19, 2018 at 3:30 p.m.

Board Meeting Minutes February 8, 2018

Dustin Sanders called the meeting to order at 3:29 p.m. Attending were: Board Members: Susan Benzick, Linda Edwards, Joan O'Neal; Quorum Court Liaison, Pat Bisbee; Library Director, Patricia Hector; Assistant Director, Jill Martin; Financial Coordinator, Brad Crumby; HR Coordinator, Erin Loy; Blair Johanson

Minutes

O'Neal moved to accept the minutes from the January 26, 2018 board meeting as presented. Benzick seconded the motion, which passed unanimously.

New Business

Salary Study

Blair Johanson of the Johanson Group presented the results of the market pay study. He presented multiple options for adopting the proposed pay structure. Johanson recommended that all changes be implemented at once if budget allows, or if not, to implement changes in steps.

Loy presented the budget breakdown for all four options.

Bisbee informed board that Saline County had the Johanson Group conduct a market pay study and has now adopted the recommended pay structure.

Board went into executive session from 4:15 p.m. to 4:25 p.m.

Sanders tabled the discussion until the March board meeting.

2018 Budget Revisions

Sanders tabled the discussion until the March board meeting.

Library Deletions

Edwards moved to approve the list of deletions as presented. O'Neal seconded the motion, which passed unanimously.

Old Business

Library Interiors of Texas Plan for Mabel Boswell Branch

Martin gave update on project. She currently has one quote from a painter and will

be getting two more.

Announcements

PLA 2018 Conference

Martin shared information on Public Library Association 2018 Conference and said that there is a spot available if any board member would like to attend.

New Business

Loy informed the board that Brian Roberson is resigning effective February 28th and requested that he be given a one-time lump sum payment on his final paycheck equivalent to the raise proposed by the Johanson Group.

Board went into executive session from 4:55 p.m. to 5:00 p.m.

O'Neal moved to grant Brian Roberson a one-time lump sum of \$3,745 to be issued on his final paycheck. Benzick seconded the motion, which passed unanimously.

Meeting adjourned at 5:02 p.m.

Respectfully submitted by

Erin Loy
HR Coordinator

Items to be Deleted, March 1, 2018

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
970	Bookshelf	*500.00	Jan 2000	Unknown	Mar 2018	Broken

DRAFT

Saline County Library Budget 2018 Revised

Item #	Budget Classification	2017	2018	Proposed Change	New Amount	Notes
	Full-time Salaries	\$1,233,120.80	\$1,266,525.60	\$53,774.44	\$1,320,300.04	Option B
	Part time Salaries	\$169,695.00	\$173,088.92	\$40,131.03	\$213,219.95	
	Total Salaries	\$1,402,815.80	\$1,439,614.52	\$93,905.47	\$1,533,519.99	
	Benefits					
600	Social Security Matching (7.65%)	\$110,885.33	\$112,885.33	\$6,114.67	\$119,000.00	
800	Noncontributory retirement (15.32% 7/1/18)	\$210,174.81	\$211,625.15	\$17,374.85	\$229,000.00	15.32% 7/1/18
900	Healthcare	\$250,000.00	\$208,000.00		\$208,000.00	3.1% increase
1000	Worker's Comp	\$6,250.94	\$6,250.94	\$49.06	\$6,300.00	
1100	State Unemployment	\$8,500.00	\$7,000.00	-\$3,000.00	\$4,000.00	
1200	Other Fringe Benefits	\$1,500.00	\$2,000.00		\$2,000.00	
1400	Employee Wellness Reimburse	\$20,500.00	\$20,500.00		\$20,500.00	
1500	Career Service Recognition	\$10,100.00	\$10,100.00		\$10,100.00	
1800	Student Loan Assistance	\$19,440.00	\$20,000.00		\$20,000.00	
1900	Day Care/Elder Care Allowance	\$15,000.00	\$15,000.00		\$15,000.00	
	Total Benefits	\$652,351.08	\$613,361.42	\$20,538.58	\$633,900.00	
	Grand Total Personnel Fund	\$2,055,166.88	\$2,052,975.94	\$114,444.05	\$2,167,419.99	
	Other Services and Charges					
	Supplies					
1600	Printing	\$10,000.00	\$10,000.00		\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00		\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00		\$8,000.00	
3300	Service Contracts	\$65,000.00	\$85,000.00		\$85,000.00	increase includes RFID contract; Heat/AC service contracts; webpage; power washing; vacuuming
	Professional Services					
4500	Engineering and Architectural	\$10,000.00	\$10,000.00		\$10,000.00	

DRAFT

4800	Other Professional Services	\$27,000.00	\$15,000.00		\$15,000.00	
4900	Telephone-Internet& phone	\$27,000.00	\$30,000.00		\$30,000.00	e-rate discount should be ~\$18,000
5000	Postage	\$10,000.00	\$10,000.00		\$10,000.00	
	Transportation					
5200	Mileage Reimbursement	\$1,500.00	\$1,500.00		\$1,500.00	
2500	Fuel for Vehicle Use	\$3,000.00	\$3,000.00		\$3,000.00	
5300	Travel (airline and rental car, etc)	\$4,000.00	\$7,000.00		\$7,000.00	8 PLA; 2 Internet Librarian; 4 ArLA; 1 Performer's Showcase; 1 Marketing
	Advertising and Marketing					
5500	Advertising and Marketing	\$25,000.00	\$25,000.00		\$25,000.00	
	Insurance					
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00		\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$2,000.00		\$2,000.00	
	Utilities					
6100	Electricity	\$75,000.00	\$75,000.00		\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00		\$15,000.00	
6300	Water	\$5,000.00	\$5,000.00		\$5,000.00	
6400	Waste Disposal	\$3,000.00	\$5,000.00		\$5,000.00	
	Repairs and Maintenance					
6500	Building and Improvements	\$50,000.00	\$40,000.00		\$40,000.00	
6600	Machinery and Equipment	\$40,000.00	\$30,000.00		\$30,000.00	
	Miscellaneous					
7900	Meals and Lodging	\$7,500.00	\$7,500.00		\$7,500.00	\$4,000 - PLA; \$1,500 - IL; \$500 ArLA; \$300 - Showcase; \$300 - Marketing
7300	Dues and Memberships	\$5,000.00	\$5,000.00		\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00		\$2,000.00	
8500	Programming	\$90,000.00	\$80,000.00	\$10,000.00	\$90,000.00	Return to former amount allows for new makerspace programs
8600	Computer Software	\$110,000.00	\$110,000.00		\$110,000.00	

DRAFT

8700	Staff Development	\$6,000.00	\$6,000.00		\$6,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00		\$1,000.00	
	Materials					
8800	Books, Magazines, Digital, etc	\$550,000.00	\$550,000.00		\$550,000.00	
	Capital Outlays (from State Aid)					
9100	Building and Furniture	\$75,000.00	\$200,000.00	\$126,598.01	\$326,598.01	Remodel in Bryant
9300	Machinery and Equipment	\$139,000.00	\$30,000.00		\$30,000.00	
	Total Other Services & Charges	\$1,413,000.00	\$1,413,000.00	\$136,598.01	\$1,549,598.01	
	Total Budget	\$3,468,166.88	\$3,465,975.94	\$251,042.06	\$3,717,018.00	
	Millage	\$2,983,305.00	\$2,956,566.00	\$158,191.00	\$3,114,757.00	based on 2017 millage
	State Aid	\$175,000.00	\$157,261.00		\$157,261.00	
	Fines, Fees, and Copies	\$70,000.00	\$20,000.00	\$30,000.00	\$50,000.00	2017 actual \$61,000
	Interest	\$15,000.00	\$15,000.00		\$15,000.00	2017 actual \$19,000
	Rollover/Reserves	\$232,670.94	\$297,963.00	\$82,037.00	\$380,000.00	based on actual
	Projected Revenue	\$3,475,975.94	\$3,446,790.00	\$270,228.00	\$3,717,018.00	